



COUNTY OF LOS ANGELES

**Public Health**

**JONATHAN E. FIELDING, M.D., M.P.H.**  
Director and Health Officer

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December 21, 2010

TO: Each Supervisor

FROM: Jonathan E. Fielding, MD, MPH  
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE  
MASTER AGREEMENT WORK ORDER NUMBER WOSHIVEPIF002 WITH  
MAXIM STAFFING SOLUTIONS FOR TEMPORARY PERSONNEL SERVICES**

This is to inform you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute Master Agreement Work Orders for temporary personnel services in amounts not to exceed \$399,999 annually, upon approval by County Counsel.

Under this authority, I will execute Work Order Number WOSHIVEPIF002 in the amount of \$25,492, 100 percent offset by Los Angeles County Commission on HIV DSO (Funding Org Code 23588), for the term of January 1, 2011 through June 30, 2011.

This Work Order will provide one Research Interviewer for six months to assist project staff with research activities for the Los Angeles Combined HIV Needs Assessment (LACHNA) study including: recruit, screen, and conduct/coordinate interviews with HIV-positive participants; obtain written consent from study participants; effectively discuss sensitive issues/topics including sexual behaviors, alcohol and drug use, and needle using behaviors with potential participants; follow all guidelines with respect to recruitment and screening; coordinate participant interviews; disperse study compensation as directed by protocol; and maintain accurate records for data and written reports.

County Counsel has reviewed and approved the Work Order as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

JEF:pem

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors